

**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**



Vacancy Announcement No. 12-05

Position: Administrative Manager to a Senior Status Federal Circuit Judge

Location: Memphis, Tennessee

Salary: \$57,408 to \$74,628 (JSP 11) (Salary is commensurate with experience/qualifications)

Tour of Duty: Full-Time Permanent to start on December 17, 2012

Application Opening Date: October 7, 2012

Application Closing Date: October 29, 2012

The United States Court of Appeals for the Sixth Circuit has an opening for the position of **Administrative Manager to a Senior Status Federal Circuit Judge**.

Position Description: This position is responsible for the day-to-day management of the operations of judicial chambers and provides administrative and secretarial support to a senior status federal circuit judge. Working under the direction of the Judge, the duties include: manage chambers' case-management system; assist with locating, scanning, copying, filing, and certifying documents; maintain, update, and track filed documents; organize and maintain filing systems; perform receptionist duties; transcribe dictation from judge; provide assistance to law clerks; maintain office supplies and equipment and handle routine office matters; gather and maintain statistical data for reports; receive and review incoming and outgoing correspondence; maintain the judge's travel itineraries and arrangements.

Qualifications:

Required: A minimum of six years of progressively responsible secretarial/management experience, including responsibility to a supervisor dealing with law-related matters. Three years general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Excellent communication skills, both oral and written, advanced computer and typing skills, administrative and organizational skills, and interpersonal skills. Accuracy and attention to detail in grammar, spelling, editing, and proofreading. Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters, work independently as needed, and possess exceptional organizational skills. Ability to manage multiple priorities with conflicting deadlines. Skill and accuracy in transcribing dictation and data entry. Proficiency in Windows environment.

Preferred: Familiarity with a legal or court environment. Familiarity with Lotus Notes, WordPerfect, Microsoft Office applications and the federal courts' Case Management/Electronic Case Files (CM/ECF).

Application Procedure: Send resume, cover letter and salary history to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202. **Applications must be submitted in hard copy form.** Applications must be received by the Human Resources Office on or before October 29, 2012. The Court will communicate only with those applicants selected for an interview.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of fingerprint and background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Benefits: For information about benefits with the federal judiciary, visit uscourts.gov/careers.aspx.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER